

ARCS PROCEDURE:	VAN AND GROUNDS MAINTENANCE PROCEDURES	PRO(OPS)-011.002
Author: M. Apple		June 25, 1998 Page 1 of 2

Van and Grounds Maintenance Procedures

I. Purpose:

This document describes the procedures for maintaining the ARCS vans and grounds at the TWP site.

II. Cautions and Hazards:

- Do not spray any insecticide or use any chemical for controlling ants in any of the 5 (five) ARCS containers.
- Keep hands and feet away from the cutting blades on the lawn mower.
- Do not smoke while handling gasoline or operating the lawn mower.
- Avoid all cables in the instrument field while mowing the grass.

III. Requirements:

- Mild cleaner.
- Sponge or paper towels.
- Vacuum cleaner.
- Broom.
- Dust pan.
- Trash can.
- Lawn mower.
- Gasoline and oil for lawn mower.

IV. Procedure:

A. Van Maintenance:

1. Once a day, remove any trash accumulated in the trash container in the E-van. This will help control the ant problem in the E-van.
2. Once a week, or more often if needed, sweep or vacuum the floors of the five (5) ARCS containers [*vans?*] and remove the trash. Vacuum the floor in the E-van to keep ants from coming in for the small particles that might be left behind by sweeping alone.
3. At least once a week, clean out the refrigerator in the E-van. Remove any old, decaying, or unclaimed food and clean the inside and outside with water on a sponge or paper towel, using mild cleanser if necessary.

ARCS PROCEDURE:	VAN AND GROUNDS MAINTENANCE PROCEDURES	PRO(OPS)-011.002
Author: M. Apple		June 25, 1998 Page 2 of 2

4. Once a week, clean the inside and outside of the microwave oven in the same way. Keep food wrapped or in closed containers to minimize spills and spoiled food. Keep it clean—it's your food.

B. Grounds Maintenance

1. On a daily basis, collect any trash around the 5 (five) ARCS vans and out in the instrument field.
2. Once a week, check to make sure that the engine on the lawn mower has oil and gas in it. If not, fill to appropriate levels.
3. Mow the grass in the instrument field. Be careful not to get too close to any of the cables.

V. References:

None.

VI. Attachments:

None.